



STATE OF WASHINGTON  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**WORKING CONNECTIONS CHILD CARE (WCCC)**

Date: \_\_\_\_\_  
IN-HOME/RELATIVE PROVIDER NAME AND ADDRESS

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You have been authorized to provide in-home/relative child care for \_\_\_\_\_  
by the Working Connections Child Care program. This parent/guardian is eligible for child care subsidies for the following:

☐ Employment    ☐ Approved WorkFirst Activity    ☐ School/Training

☐ Other (specify): \_\_\_\_\_

**Child care subsidies are authorized from \_\_\_\_\_ to \_\_\_\_\_. DSHS only pays for child care for the activity(ies) listed. No payment will be made for care provided prior to the date all background check results are received.**

☐ The parent/guardian should pay you \$15.00 for the period of \_\_\_\_\_ to \_\_\_\_\_.

☐ The parent/guardian should pay you \$ \_\_\_\_\_ per month for the period of \_\_\_\_\_

to \_\_\_\_\_. This is their portion of the child care costs, called a copayment. You will also get a monthly statement (remittance advice) from the Department of Social and Health Services (DSHS) showing how much the state paid toward the cost of child care which is paid to you, in full, by the parent. Give the parent a receipt for any money he/she pays to you and keep a copy for yourself. **DSHS does not get involved in payment recovery to the provider.**

As the in-home/relative provider according to WAC 388-290-0130 and 388-290-0135, you must:

- Be 18 years or older.
- Provide care only in the child's home. You may provide care in your home only if you are one of the following relatives to the child(ren); aunt, uncle, grandparent, sibling living outside the home, or a great aunt, uncle or grandparent.
- Not have a disqualifying criminal background under WAC 388-290-0160 or WAC 388-290-0165.
- Notify WCCC staff, within five days, if you stop providing child care for this parent.
- Be of suitable character and competence.
- Be of sufficient physical and mental health to meet the needs of the child in care. If requested by the department, the parent(s) must provide written evidence that the in-home child care provider of the parent's choice is of sufficient physical, emotional, and mental health to be a safe child care provider.
- Be able to work with the child without using corporal punishment or psychological abuse.
- Be able to accept and follow instructions.
- Be able to maintain personal cleanliness.
- Be prompt and regular in job attendance.
- Ensure the home where care is provided is safe for the care of the child.
- Be informed about basic health practices, prevention and control of infectious disease, immunizations, and home and physical premises safety relevant to the care of the child.
- Provide constant care and supervision of the child throughout the arranged time of care in accordance with the needs of the child.
- Provide developmentally appropriate activities for the child.
- Immediately report, to the parent, any criminal convictions or pending charges against you.

If you feel you are unable to meet any of these responsibilities or have any questions, call the worker listed below.

Worker's Name: \_\_\_\_\_ Telephone/Fax Number: \_\_\_\_\_